

Keyboarding Skills for Kindergarten

A: Observing Teacher Modeling of Skills
 B: Practicing Skills with Teacher Guidance
 C: Using Skills with Minimal Teacher Support
 D: Applying Skills Independently
 X: Not Covered

Objectives:

· Identify the location and function of the Tab Key.	A
· Use left hand on the left side of the keyboard.	A
· Use right hand on the right side of the keyboard.	A
· Use both hands simultaneously on the keyboard.	A
· Use thumb on the spacebar.	A
· Use correct hand-finger, home row, and pairing of fingers.	A
· Use correct technique for key striking and keying by touch.	A
· Enter data at a rate of 11-15 words per minute.	A
· Understand that the keyboard is a data input device.	A/B
· Identify keys on the right and left side of the keyboard.	A/B
· Recognize letters on the keyboard as capital letters.	A/B
· Recognize that letters typed on the keyboard are lower case unless the Shift Key is used.	A/B
· Identify the location and function of these keys: Enter, Escape, Spacebar, Shift, Arrows, and Backspace.	A/B

· Identify and properly use the mouse.	A/B
· Use correct posture.	A/B
· Use "single-click", "double click", and "click and drag" functions of the mouse.	A/B
· Locate, identify, and use letter, number, and period keys.	A/B

Kindergarten Keyboarding Skills Checklist

Midland School District #7: Teacher _____ Year _____

<i>Students</i>	<i>Skills</i>
	Identify location and function of tab key (A)
	Use left hand on keyboard (A)
	Use right hand on keyboard (A)
	Use both hands simultaneously on keyboard (A)
	Use thumb on spacebar (A)
	Use correct homerow finger pairings (A)
	Use correct striking technique (A)
	Enter data at rate of 11-15 wpm (A)
	Understand that a keyboard is a data input device (A/B)
	Identify keys on the right & left of the keyboard (A/B)
	Recognize letters on a keyboard as capitals (A/B)

		Recognize that typed letters are lower case (A/B)
		Identify location/function of enter key (A/B)
		Identify location/function of spacebar (A/B)
		Identify location/function of shift key (A/B)
		Identify location/function of arrow keys (A/B)
		Identify location/function of backspace key (A/B)
		Identify and properly use mouse (A/B)
		Use correct posture (A/B)
		Understand clicking function of mouse (A/B)
		Locate, identify, and use letter keys (A/B)
		Locate, identify, and use number keys (A/B)
		Locate, identify, and use period key (A/B)

A(Observe teacher modeling) B (Teacher Guidance) C (Minimal Teacher Support) D (Independent)

Technology Competency Skills for Kindergarten

A: Observing Teacher Modeling of Skills
B: Practicing Skills with Teacher Guidance

C: Using Skills with Minimal Teacher Support
 D: Applying Skills Independently
 X: Not Covered

Objectives:

· Resize pictures.	A
· Use spell check.	A
· Open a saved file.	A
· Name and save a file.	A
· Use the following tool icons: bold, italicize, paragraph indent, and justification.	A
· Understand and use the cut, copy, and paste information.	A
· Open, close, and restore windows.	A
· Use a VCR.	A
· Use a calculator.	A
· Use a digital camera.	A
· Identify the following components of a computer system: CPU's, monitor, mouse, mouse pad, sound device, earphones, and keyboard.	A/B
· Use appropriate items on a menu bar, e.g., "Print" and "Save".	A/B
· Change font, color, and size.	A/B
· Use correct spacing between words.	A/B
· Use correct spacing following punctuation.	A/B
· Add graphics to a composition.	A/B
· Access information on a CD-ROM drive.	A/B

· Use a tape recorder.	A/B/C
· Use multimedia software.	A/B/C
· Show respect for computer hardware.	A/B/C/D
· Show respect for computer software.	A/B/C/D
· Understand and comply with the District Acceptable Use Guidelines.	A/B/C/D
· "Log in" and "log out".	A/B/C/D
· Open a program by "double clicking" on an icon.	A/B/C/D
· Use the mouse to control the cursor.	A/B/C/D
· Use the arrow keys to control the cursor.	A/B/C/D
· Access and use an existing spreadsheet and data base.	X
· Use a scanner.	X

Kindergarten Technology Competency Skills Checklist

Midland School District #7: Teacher _____ Year _____

Students	Skills
	Use Scanner (A)
	Add text boxes (A)
	Use the Internet for locating and retrieving information (A)
	Access and use spreadsheet and database (A)
	Respect hardware (A/B/C/D)
	Respect software (A/B/C/D)
	Comply with district guidelines (A/BC/D)

		Identify computer components (A/B)
		"Log in" and "Log out" (A/B/C/D)
		Open by double clicking (A/B/C/D)
		Properly use mouse to control cursor (A/B/C/D)
		Use arrow keys (A/B/C/D)
		Use menu bar (A/B/C)
		Resize pictures (A)
		Change font, color, and size (A/B)
		Use correct spacing between words (A/B)
		Use correct spacing after punctuation (A/B)
		Use spell check (A)
		Name and save file (A)
		Add graphics (A/B)
		Use tool icons (A)
		Use, copy, and paste (A)
		Open close and restore windows (A)

A (Observe teacher modeling) B (Teacher Guidance) C (Minimal Teacher Support) D (Independent)

	A (Observe teacher modeling)	B (Teacher Guidance)	C (Minimal Teacher Support)	D (Independent)
Recognize and name the keys on the keyboard.				
Identify the location and function of these keys: Enter, Backspace, Tab, Shift, Arrow, and Esc.				